MUGBERIA GANGADHAR MAHAVIDYALAYA

P.O.—BHUPATINAGAR, Dist.—PURBA MEDINIPUR, PIN.—721425, WEST BENGAL, INDIA
NAAC Re-Accredited B+Level Govt. aided College
CPE (Under UGC XII Plan) & NCTE Approved Institutions
DBT Star College Scheme Award Recipient

E-mail: mugberia_college@rediffmail.com // www.mugberiagangadharmahavidyalaya.ac.in

Report

on

A SOFT SKILLS AND COMMUNICATION IN ENGLISH
(JEEVAN KOUSHAL)

Course Period: 28th January – 4th February 2023



Organized by

Department of The Philosophy with Pixel Solutionz & IQAC

MugberiaGangadharMahavidyalaya

ACCREDITED BY NAAC WITH GRADE B+ Affiliated

to

Vidyasagar University

Bhupatinagar, Purba Medinipur – 721425

Minutes of the meeting for a certificate course on "A SOFT SKILLS AND COMMUNICATION IN ENGLISH" held on 30.12.2022

Members present:

- 1. Dr. Swapan Kumar Misra, Principal Mugberia Gan. Mahavidyalaya
- 2. Dr. Subhas Chandra HOD & associate Prof. Dept of Philosophy
- 3. Dr. Prasenjit Ghosh, IQAC coordinator
- 4. Dr. Kalipada Maity, NAAC Coordinator
- 5. Dr. Alok Ranjan Khatua, Assistant Prof. Dept of Philosophy

A short meeting was arranged at 3 pm regarding the implementation of certificate course on "A SOFT SKILLS AND COMMUNICATION IN ENGLISH

" in our Department. All teachers of the department joined the meeting in time. Dr. Swapan Kumar Misra, Principal chaired the meeting.

Decision taken in the meeting is:

- (1) It is decided that Dr. Subhas Chandra will be coordinator of this course.
- (2) It is decided that Group Captain D Roy(Veteran) will be course director of this course.
- (3) The course period will be scheduled from 28th January, 2023 to 4th February 2023.

It is decided that the course will be delivered by PPT Presentation, Class Lecture, interaction and doubt along clearance with examination on topic related to "A SOFT SKILLS AND COMMUNICATION IN ENGLISH" for all Semesters student of the college. The Course access fee for the student is decided as Rs. 200/-.. The HOD will forward the Sub-committee matter approval of this course from Academic IQAC. Teachers are requested to prepare a routine for smooth running of course.

The meeting comes to end with a vote of thanks.



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Ref. No.—M.G.M. / /
From—The Principal / Secretary,

Date.....

NO.

NOTICE DATE: 31.12.2022

This is to notify that A Soft Skills Training (Spoken English) Certificate Course (30 hour) is going to organize by the Deptt. of Philosophy in collaboration with Pixel Solutionz Academy and IQAC from 28th. January, 2023 to 4th. February, 2023. Due to limited seats, students are asked to enroll their name to the following teachers of the college as soon as possible. The enrollment fee is Rs.200. The class schedule will be notified later.

Contact: Prof. Subhas Chandra, Phone 9475888706.

Estd -1964

Dr. Swapan Kumar Misra
Principal
Principal
Mugberia Gangadhar Mahavidyalaya



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Ref. No.—M.G.M. / / /
From—The Principal / Secretary,

Date.....

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Date: 02-09-2022

Department of English

Notice

This is to hereby notify all the students that the Dept. of English in collaboration with Dept of Mathematics, Mugberia Gangadhar Mahavidyalaya is going to organize A SKILL DEVELOPMENT CERTIFICATE COURSE ON Microsoft Office from 31th January to 16th February, 2023 in our Department through offline mode. The course will be delivered by PPT presentation, Computer Lab, lecture, interaction and doubt clearance along with a examination on topic related to Microsoft Office. The course will be conduct for all Semesters student of English Hon. Course access fee for the student is decided as Rs. 100/- .All the students of our college especially all Semesters student of English Hon are requested to be present in this course.

A SOFT SKILLS AND COMMUNICATION IN ENGLISH (JEEVAN KOUSHAL)

Course period: 28th January 2023–4th February 2023

Course Director:

Group Captain D Roy(Veteran), Training Director Pixel Solutionz

Course Coordinators:

Dr. Subhas Chandra HOD & associate Prof. Dept of Philosophy

Faculty Team:

- 1. Dr. Subhas Chandra HOD & associate Prof. Dept of Philosophy
- 2. Group Captain D Roy(Veteran), Training Director Pixel Solutionz, Kolkata
- 3. Shuvankar Pal, member of Pixel Solutionz, Kolkata

Course Duration: 30 hrs

Delivery Mode: Offline

Objective:

- Help students understand the benefits of and create an awareness about soft skills.
- Guide students to kick-start abright and illustrative career.

CERTIFICATE OF PARTICIPATION:

The participants will be provided Certificates on successful completion of the course. It is mandatoryfor all participants to attend all the classes.

REGISTRATION FEE: Rs. 200.00 (Two Hundred Rupees Only)

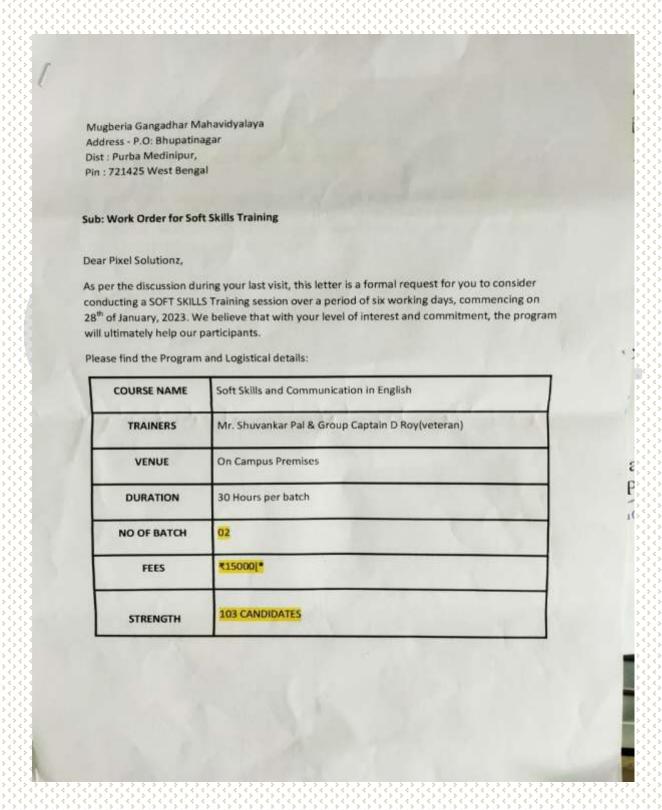
VENUE: SNBose Seminar Hall, Mugberia Gangadhar Mahavidyalaya.

NOTE: The Evaluation will be done by MCQ test and Feedback system. Attendance is Compulsory.

Course specific outcome: Develop the basic concept of "Microsoft Office".

Curriculum approved by: Departmental Committee & IQAC, Mugberia Gangadhar Mahavidyalaya.

Work order



Payment Terms:

- 1. Accommodation will be provided by the college Authority.
- Payment will be done after completion of course.

3.

Thank you for considering our request. We are committed to help our students apply these ski is in a way that will benefit them in the years to come. By providing this opportunity for training believe we will see these candidates manage high-anxiety situations better and make them more successful in making decisions under pressure.

Thanking you.

Sincerely,

Son 1002 16:12:2022

Principal
Mugberia Gangadhar Mahavidyalaya

SYLLABUS

Functional Grammar

Functional Grammar plays an important role in the field of communication. It is very important for a student to get well trained with the theory of English grammar. They must also know how to implement those in verbal communication, written communication as well as public speaking. If they are thorough with the basic structuring of English sentences, they will feel confident to express and speak comfortably and confidently. We provide hands-on training on Functional Grammar thoroughly with the basic grammar, composition and proper structuring of sentences.

Verbal and Written Communication

To be an excellent communicator, one must be proficient in verbal and written communication skills. We have an intense module to enhance the effective Verbal and Written Communication skills. We groom the students to play with the words and express themselves most effectively. Here we are not only talking about communication skills but it is the effective communication skills required to be successful in a professional career. We focus on this section with utmost care.



Pronunciation, Intonation & Voice Modulation

The Current job roles in any industry, irrespective of domains, whether it is Technical, Operational, Administration, Management or Service oriented, demand excellent communication skills in English. Nowadays, the business has gone Global. So an employee must learn to communicate in such a way to speak and correspond with the native English speakers. Here proper pronunciation, intonation and voice modulation have a very important role to play. We have curated this section of our training so that the youngsters get well trained to speak English in a neutral accent, devoid of mother tongue influence and are more confident to communicate at international level.

Communication Techniques

Communication (both verbal and non-verbal) is vital part of soft skills training because it allows students to learn important life lessons and prepare them to be successful in their future careers. Communicating with others begins with understanding the importance of listening, which helps students gain valuable feedback and insight into the views of others. In order to communicate properly, you also need to understand your own communication style, as well as that of other people so that you can work purposefully together.

We start with the youngsters to improve their communication skills by teaching them how to listen and react appropriately in a range of contexts. As they progress, we'll introduce more sophisticated training techniques which will guide them to communicate with people in a variety of ways, handle conflict and settle disputes amicably, establish rapport with others, and comprehend the expectations and motivations of those involved in any given work situation.

Interview Techniques

Students need to be groomed well with Interview Techniques. We help students prepare for their interviews to be successful in the real world. We help the youngsters learn about the basics of appearing in an interview and meet expectations of the organization while hiring a person. We provide mock interview sessions and valuable insights into the students to be well prepared in facing the job interviews confidently, in a professional manner.



Public speaking skills

Effective and compelling communication are the key components of public speaking. One of the most crucial abilities is to master the art of public speaking skills. It helps a person to speak and convey intelligibly, succinctly, and coherently to give his best in any given circumstance. You may communicate your ideas more effectively by using your public speaking abilities and since doing so, it gives you the chance to be memorable, compelling, transparent and clear. We help the youngsters develop and sharpen their public speaking skills and abilities in a comfortable way. Candidates with excellent public speaking skills are always in high demand in an organization and it helps them to grow fast in their career path.

Leadership Skills Development

Leadership is fundamental to any organization. However, most organizations do not provide leadership training to their employees. Development of Leadership Skills takes a multipronged approach that includes knowledge of the values, behaviors, and strategies required for effective leadership. Leadership skills is the ability to meet a group's needs while being able to influence, persuade and motivate a group of people towards achieving a purpose. This can be achieved by knowing your audience and setting clear goals. Leadership behaviors vary greatly depending on cultural backgrounds, but there are common principles that all effective leaders follow such as setting goals, setting direction, creating boundaries and social presence as and when required.

Time management

The requirement of Time Management training is to learn how to manage your time, work harder at managing your time towards your career, better skills on prioritizing tasks, and create new habits to become a better person professionally as well as



personally. Time management is an important skill for every professional. It helps you to be more efficient, work more effectively and achieve your objectives successfully. If you have time management skills, you can break the cycle of procrastination that often gets in the way of achieving what you want and take control of your life.



Emotional Intelligence

Possessing a high Emotional Intelligence is vital for students and controlling your emotions will increase your chances of succeeding in educational field. In fact, when it comes to academic performance, research (https://www.apa.org/pubs/journals/releases/bul-bul0000219.pdf) has revealed that emotional intelligence is almost as important as your cognitive intelligence and having a conscientious attitude, because emotionally intelligent students are better equipped to deal with negative emotions that might disrupt learning.

Over the years, emotional intelligence—also known as EQ—has evolved into a must-have skill. Research by EQ provider www.talentsmarteq.com shows that emotional intelligence is the strongest predictor of performance; and 71 percent of employers surveyed by www.careerbuilder.ca said they value EQ over IQ, reporting that employees with high emotional intelligence are more likely to stay calm under pressure, resolve conflict effectively, and respond to co-workers with empathy.

REGISRATION LIST

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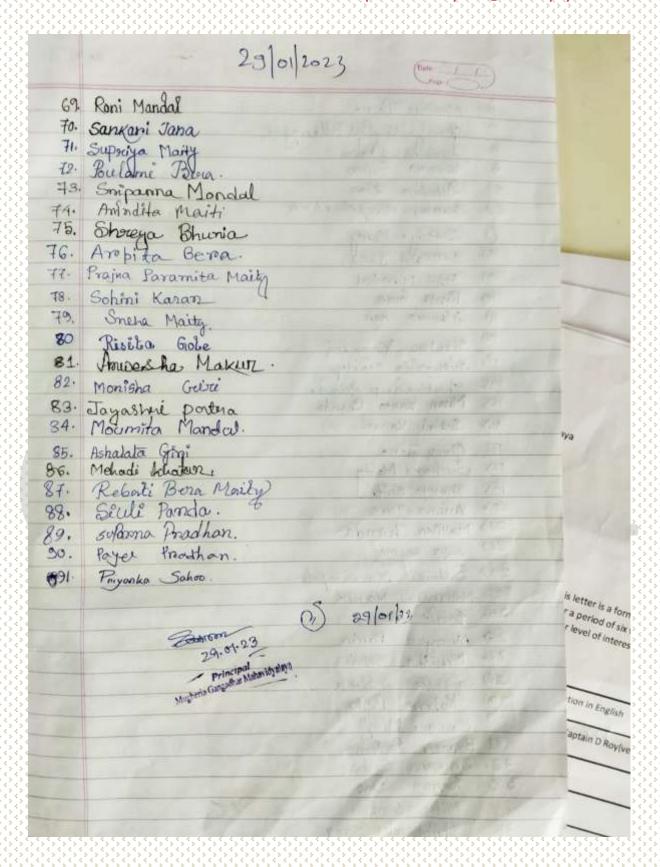
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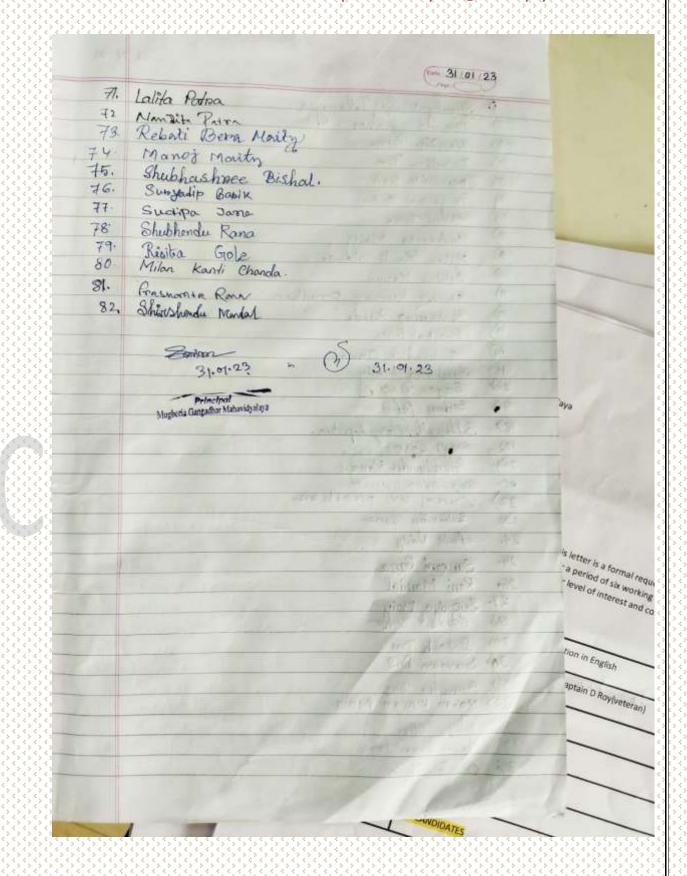
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FEEDBACK

Feedback Form

CERTIFICATE COURSE ON SOFT SKILLSAND COMMUNICATION IN ENGLISH

28h January to 4th February 2023

Organized by

DEPARTMENT OF THE PHILOSOPHY

In collaboration with PIXEL SOLUTIONZ & IQAC

MUGBERIA GANGADHAR MAHAVIDYALAYA, BHUPATINAGAR, PURBA MEDINIPUR-721425 West Bengal

(Tick the appropriate option)

(Students are asked to be completed the following 5 questions)

1. Did you acquire sound & sufficient knowledge of the courses taught?

Excellent	Good	Average	Poor	
~				

2. Rate your skill development in terms of Soft Skill & Communication in English?

Excellent	Good	Average	Poor
~			

3. Did the Programme help you to face any type of interview?

Excellent	Good	Average	Poor
V			

4. Rate the arrangement of the course.

Excellent	Good	Average	Poor	
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Any Suggestion for future

I think that this soft skills (spoken English)

Course very helpful for us. We can prepare ourself by this skills in future. Both tho teachers (s.pal and D.Roy) one very matey. We are very thankful to our college (MGM) and our respectable principle and H.O.D of

CERTIFICATE COURSE ON SOFT SKILLSAND COMMUNICATION IN ENGLISH

28h January to 4th February 2023

Organized by

DEPARTMENT OF THE PHILOSOPHY

In collaboration with PIXEL SOLUTIONZ & IQAC

MUGBERIA GANGADHAR MAHAVIDYALAYA, BHUPATINAGAR, PURBA MEDINIPUR-721425 West Bengal

(Tick the appropriate option)

(Students are asked to be completed the following 5 questions)

Did you acquire sound & sufficient knowledge of the courses taught?

Excellent	Good	Average	Poor
WHEN PERSONNEL CO.	V		

2. Rate your skill development in terms of Soft Skill & Communication in English?

Excellent	Good	Average	Poor
V			

3. Did the Programme help you to face any type of interview?

Excellent	Good	Average	Poor
1/			

4. Rate the arrangement of the course.

Excellent	Good	Average	Poor
-			

s. Any Suggestion for future

I learned to speak English better by reading this course

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Excellent	Good	Average	Poor
/			-

2. Rate your skill development in terms of Soft Skill & Communication in English?

Excellent	Good	Average	Poor
V			
	-		

3. Did the Programme help you to face any type of interview?

The Control of the Co	407	1000	type
Excellent	Good	Average	Poor

4. Rate the arrangement of the course.

Excellent	Good	Average	Poor

5. Any Suggestion for future

This type of course develops own mind and it is very helpful to us. So we want that this type of class will held in our college for own development.

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Excellent	Good	Average	Poor
V			

4. Rate the arrangement of the course.

Excellent	Good	Average	Poor

s. Any Suggestion for future

I need this counse again, because this type of class improve anysest and I think it's better for future development. This course benilitial an students of our conjege.

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Excellent	Good	Average	Poor	
1				

2. Rate your skill development in terms of Soft Skill & Communication in English?

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	/		

3. Did the Programme help you to face any type of interview?

Excellent	Good	Average	Poor
/			

4. Rate the arrangement of the course.

Excellent	Good	Average	Poor
/			

s. Any Suggestion for future

I have no only suggestions.
Yes, I have auggestions to everyone to take the the classes of soft skills.



















